

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Planning Sessions

FROM

Plans and Programs Staff, OL

EXTENSION

NO.

DATE

5 May 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/RECD/OL

2.

C/LSD/OL

3.

C/P&PD/OL

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C/P&TS/OL

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C/BPS/OL

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Attached for your information and future reference is a memorandum from the DDA on the Quarterly Planning Conferences.

DDA 82-1062

28 APR 1982

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Quarterly Planning Sessions

1. As we near the completion of the second round of quarterly planning sessions, I would like to express my appreciation for the efforts devoted to this activity. It is obvious that your officers are expending substantial time and energy in preparing for these sessions--their presentations are most informative. In addition to gaining an increased insight into your programs, it affords me an excellent opportunity to meet with your key personnel. I hope that these exchanges also benefit you and your personnel by gaining a clearer focus on your own activities and by obtaining whatever information I may have to impart regarding the thrust of your efforts.

2. In order to be most effective, quarterly planning sessions should normally be scheduled for no more than 90 minutes. One hour should concentrate on the milestone objectives for the quarter. A very brief statement or two on the specific objectives should be presented as an introduction, followed by specific remarks on the achievement of the milestone or the failure to achieve same. Most of the presentation should deal with how the objective was achieved, results, "payoffs," and problems encountered along with remedial courses of action. The remaining 30 minutes of the planning session should provide sufficient time for the interjection of questions, comments, and additional points to be covered by Office directors, the ADDA, and me. It would seem appropriate for the Office director to provide a brief introduction at each session, and I will conclude the sessions with a few brief remarks.

3. Occasionally, there may be a need to extend a particular planning session to two hours in order to discuss a particularly troublesome issue, whether related to an objective or not. This extension of normal time should be scheduled in advance.

[Redacted Signature Box]

Harry E. Fitzwater

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